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25X1A6a [redacted] 25X1A6c

Chief of Station, [redacted]

Deputy Comptroller

Revision of Finance Forms

25X1A6c

[redacted] dated 10 July 1959

1. In the referenced dispatch it is suggested that finance type forms, particularly those involving a payment from or to an employee, be revised to provide blocks and spacing to be self-sufficient for completion as a voucher and posting document.

2. This is a good suggestion and has been recently adopted with respect to many finance forms. When a new supply of headquarters stocked forms are to be printed, usually consideration is given to providing posting blocks on the forms.

3. Action will be taken, at the time of next printing, to have Form No. 440, Claim for Rent of Quarters, modified to serve as a voucher and posting document.

4. With respect to locally produced forms, posting blocks should be provided in order to eliminate the necessity for preparing additional forms to serve as the voucher or posting document.

/s/ [redacted] 25X1A2e

Distribution:
3 - Addressee
2 - C/Support-FE
1 - Deputy Comptroller
1 - C/Finance
1 - Records Management Officer
1 - BF Officer, FE Division
3 - TAS (Subject, Chrono, Reading)
TAS/[redacted]:fmd (8 September 1959)

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COMPTROLLER

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